



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

ASPHALT & CONCRETE INSPECTOR PUBLIC WORKS DEPARTMENT

POSTING DATE: May 29, 2014

RATE OF PAY: \$16-\$18/hour, Dependent on Experience

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: Open Until Filled

POSITION STATUS: SEASONAL

CLASSIFICATION GRADE: N/A

UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for ensuring, through field inspections, proper installation of asphalt & concrete in accordance with established standards and/or contract provisions or the direction of the Technical Services Division of the City of Burlington Department of Public Works.

Essential Job Functions:

- Provide inspection services for the Street Maintenance and Excavation Inspection Programs and forward recommendation to accept or reject contractor work performed.
- Use daily production report to set lines and grades, maintain daily logs and measure quantities of work performed.
- Coordinate contractor and notify local utilities of on-going proposed street work to ensure that all work is completed by project start date.
- Conduct on-site inspections and data collection for design and planning work and to develop engineering specifications for handicapped ramps and other street features.
- Provide observations and make recommendations for long-range street maintenance planning and improved operational procedures.
- Enforce excavation and construction ordinances in accordance with local, state and federal regulations.
- Ensure all on-street construction projects comply with VOSHA/OSHA requirements.
- Monitor backfill operations and ensure proper material and compaction methods are used to fill utility trenches.
- Prepare field inspection reports and daily production reports to ensure the proper restoration of road pavement, curb, sidewalk and greenbelt.
- Issue permits and compute fees for excavation, obstruction and curb cuts.
- Verify contractor's performance bond, liability insurance, dig safe permit number, and traffic control procedure or plan.
- Enter permit data into computer database, file hard copies and update billing information.
- Investigate right-of-way encroachments, inspect and assess traffic and pedestrian safety.
- Issue notices of expired permits.
- Inspect new sewer construction for line, grade, pipe, joints, tap and bedding.
- Answer requests for information on sewer line locations, right-of-way widths and related data.
- Assist in construction layouts.
- Supervise and manage part-time employees and interns assigned to special projects.
- Reviews work conducted by consultants and contractors.
- Obligation to protect and ensure all structures are properly adjusted and accounted for prior to placement of final wear course.
- Obligation to ensure proper gutter line flow and drainage is established prior to final wear course.

Qualifications/Basic Job Requirements:

- Associates degree in Engineering or related field, or equivalent experience required.
- Two years of experience in construction, engineering, drafting or similar field required, including asphalt and concrete installation.
- Northeast Transportation Training and Certification Program (NETTCP), Hot Mix Asphalt Paving Inspector Certification is highly encouraged.
- Ability to work independently, efficiently, effectively, and make use of the city's database systems.
- Ability to read and interpret blueprints and specifications.
- Ability to communicate professionally and diplomatically with contractors, City Staff, and the general public.
- Must have basic knowledge of Quality control and quality assurance procedures.
- Must have good verbal and written communication skills and be able to use MS Word and Excel software to write inspection reports and track project progress.
- Demonstrated knowledge of concrete & asphalt installation.
- Ability to use and care for engineering and surveying instruments and equipment.
- Ability to follow written and oral instructions.
- Ability to organize work and set priorities to meet deadlines.
- Ability to record and maintain information for future access.
- Input, access, and analyze data using a personal computer.
- Ability to evaluate the work of others.
- Ability to provide customer service to public and City staff.
- Must be able to handle various projects at the same time, work effectively under pressure and keep schedules on track.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.